

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) NAF PD 107					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.								
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code										
15. Classified/Graded by					Official Title of Position					Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management					Child Development Center Director					NF		1701		04		SN		10/9/08	
b. Department, Agency or Establishment																			
c. Second Level Review																			
d. First Level Review																			
e. Recommended by Supervisor or Initiating Office					Child Development Center Director					NF		1701		04					
16. Organizational Title of Position (if different from official title) Child Development Center Director										17. Name of Employee (if vacant, specify)									
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY										c. Third Subdivision									
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND										d. Fourth Subdivision									
b. Second Subdivision										e. Fifth Subdivision									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP									
Signature					Date					Signature					Date				
										Mary Young					10/9/08				
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position									
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
Signature					Date														
S. J. NEW					10/9/08														
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date			
a. Employee (optional)																			
b. Supervisor																			
c. Classifier																			
24. Remarks																			

IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED

## 25. Description of Major Duties and Responsibilities (See Attached)

## **Child Development Center Director NF-1701-04**

### **Introduction**

The purpose of the Child Development Center (CDC) Director position is to administer a center-based developmentally appropriate early childhood program for children of eligible patrons. Administration includes the direction and operation of a CDC. A variety of services are provided in accordance with demand and availability of funding to include full-time child development programs for ages 6 weeks through 12 years, emergency care, special needs care, developmental assessments, and extensive staff training and parent education programs.

### **Major Duties and Responsibilities**

The CDC Director is responsible for the administration of the facility to include implementation of developmentally appropriate programs, budgeting and financial management, personnel management, program operations, and compliance, among other tasks. These tasks are summarized below.

#### **Program Management**

- Applies professional knowledge of child development principles to supervise the CDC's developmental programming.
- Ensures implementation of a developmentally appropriate program that promotes the social, emotional, physical and cognitive growth of children in the age categories served.
- Provides program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards.
- Recommends modification of higher-level program goals and interprets and applies child development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment.
- Ensures the development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation.
- Collects and maintains up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel. This may include hours of operation and programming needs of the military community.
- Maintains liaison with local institutions and community organizations to stay abreast of trends and changes in the community.
- Interacts professionally with employees, parents, volunteers and local installation command personnel.
- Participates actively and positively in managing and resolving issues with parents, volunteers and/or employees.

#### **Budgeting and Financial Management**

- Develops integrated budget input, conducts written analysis of budget variances as necessary, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment.
- Oversees the collection, accurate accounting and reporting of funds received from patrons.
- Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.
- Adheres to authorized methods of acquisition.

### **Personnel Management**

- Responsible for the supervision of employees and volunteers. Supervisory responsibilities may include supervision of the Assistant Director, Program Leaders, Program Assistants, Operations Clerk(s), Cook(s), Food Service Workers, and Custodian(s). If the CDC has one or more annex facility, the CDC Director will also supervise the CDC Program Supervisor.
- Ensures proper and timely initiation and implementation of all personnel actions and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers.
- Supports and carries out all established EEO objectives and policies in matters of personnel management and supervision and communicates support of these policies to subordinates.
- Ensures all employees follow safety, health, and risk management policies and procedures.
- Oversees the development of a staffing schedule in accordance with established ratios and group sizes and coordinates use of employees who work across CY programs with other installation CYP Directors. Monitors schedule to ensure that program meets the required child to adult ratios and that over-staffing is avoided.
- Establishes local performance standards for employees and volunteers using established standards and requirements and evaluates performance.
- Provides clear guidance to employees and volunteers regarding compliance with standards and execution of management directives.
- Receives and ensures resolution of complaints related to personnel and takes disciplinary action as necessary.
- Works collaboratively with the Training and Curriculum (T&C) Specialist to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training. Ensures that the T&C Specialist provides training in early childhood methods and child development to ensure the effective implementation of established curriculum and developmental programming.
- Ensures training is competency-based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential or college-level classes.

### **Program Operations**

- Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Ensures implementation of these SOPs.
- Works collaboratively with other CYP Directors to establish and implement a combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, Child Development Home (CDH), School Age Care (SAC) program, and Youth Program

(YP) (as applicable to each installation). Maintains an active program of parental involvement to include a PIB, parent education opportunities, and activities that provide parents with opportunities to participate.

- Gives input into the development of CYP employee and parent handbooks and ensures distribution of these handbooks.
- Ensures that available program spaces are fully utilized. Works collaboratively with the person responsible for maintaining the Central Waiting List (CWL) to ensure vacancies are filled quickly.

### **Compliance**

- Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN, DoD, the Military Child Care Act (MCCA), and the National Association for the Education of Young Children (NAEYC). Takes action to obtain and retain DoD certification and NAEYC accreditation. Takes action to implement recommendations or correct deficiencies resulting from inspections or accreditation visits. Prepares responses to inspection reports.
- Ensures the development and implementation of the established curriculum.
- Implements and supports policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards.
- Responsible for compliance with child abuse and neglect reporting requirements.
- Ensures compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Ensures food service operations provide nutritionally balanced meals and snacks in accordance with USDA guidelines.

### **Additional Responsibilities**

- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other duties as assigned.

### **Classification Factors**

#### **Factor 1. Knowledge, Skills and Abilities Required by the Position**

- An incumbent must have one of the following:
  - A 4-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis), youth recreation, recreation, physical education or related field of study that included a major study in education AND 3 years of full-time experience working with children or youth or monitoring of childhood programs.
  - OR
  - A Master's degree in the related field of study AND minimum of 1 year professional experience working with children or youth.
  - OR
  - A combination of education and experience with courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or

additional course work that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.

- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Knowledge of the principles of child development and in designing and managing an exceptionally complex program that includes, but is not limited to safety, security, disease prevention, employee training, developmentally appropriate activities, parent involvement, and facility management.
- Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Knowledge of financial management, budgeting, and purchasing as it pertains to a child development program.
- Ability to identify and respond properly to emergency situations, including evacuations, child illness, and physical and emotional disorders.
- Knowledge of facility design, functional use, and maintenance concepts; DoN, local and state child regulations and procedures as well as other regulations and instructions pertaining to military child care.
- Strong supervisory and business skills and ability to provide positive personnel management.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

## **Factor 2. Supervisory Controls**

Works under the general supervision of the designated CYP Director with Oversight. Supervisor provides only administrative guidance of overall program objectives. The incumbent is expected to plan, administer and execute responsibilities and duties with little guidance. Work is reviewed in terms of overall effectiveness and successful operation of the program, compliance with policies and regulations, and patron and command satisfaction.

The incumbent plans and carries out various phases and projects of the program and handles conflicts and deviations in accordance with instructions and policies. Supervisor periodically checks operation to ensure that the program is responsive to the needs of participants and that the program objectives are achieved. Problems requiring technical guidance may be referred to the supervisor or a higher authority for review and action as appropriate.

## **Factor 3. Guidelines**

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for NAEYC; and other applicable instructions and

regulations. Specific goals concerning the responsibilities for planning and coordinating management activities are not available and must be identified by the incumbent.

The incumbent must be able to interpret and adapt guidelines as needed to fit specific child needs at any given time. When necessary, the incumbent recommends additions or amendments to guidelines as the result of evaluation of programs and the determination of specific needs.

#### **Factor 4. Complexity**

Assignments are diverse in nature and include numerous unrelated processes and procedures in a wide variety of activities, wherein primary care of infants, pre-toddlers, toddlers, and pre-school age children may present unusual decisions based upon life and death situations and circumstances. The health, safety and security of children must supersede all other considerations. The complexity of the CYP requires detailed planning, execution and strict adherence to complex regulations and employment requirements while providing an environment that is nurturing and supportive of children's needs.

Facilities and playgrounds require continuous evaluation in order to provide safe, developmentally appropriate activities that meet the needs of a variety of age groups. Decisions require assessment of participants' interests and needs, funding sources, employee and volunteer support, and an understanding of financial and personnel management. The success of the program requires ongoing interpretation of program developments and trends, a wide range of decisions regarding program plans, and innovation in developing and refining methods and techniques to be used in solving problems and deficiencies.

#### **Factor 5. Scope and Effect**

The incumbent is responsible for planning and implementing a developmentally appropriate CYP through the administration, operation and direction of a CDC, which may include annex facilities. A variety of different types of services are provided, each requiring special planning and management skills. The incumbent is responsible for ensuring that the CYP operates in compliance with the MCCA; DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; NAEYC; and any applicable Federal, State, and local instructions, standards, policies and regulations.

The incumbent plans, develops, assesses and implements all program components and services offered; establishes short and long range objectives for the training program; initiates and coordinates inspection that comply with OPNAVINST 1700.9 series; researches and implements child educational practices and procedures to ensure safe, developmentally appropriate child development programming; develops triennial assessment of command annual customer survey regarding child care needs; develops criteria and methods for the evaluation of the effectiveness of child programs and activities being provided; coordinates and maintains documentation of program inspections; and implements corrective action plans. The incumbent obtains special funding resources to offset costs to provide extra services.

The incumbent ensures command personnel are able to complete mission requirements knowing that their children are cared for in a safe and secure environment.

#### **Factor 6. Personal Contacts**

In addition to contacts with patrons and their parents, contacts includes base personnel; APF and NAF employees; supervisors; on and off installation support agencies; higher headquarters personnel; educational, social and civic agencies; colleges and universities; and other military child development personnel, either individually or in groups in structured settings.

#### **Factor 7. Purpose of Contacts**

The purpose of contacts is to promote, plan, implement, provide information, answer questions, solve problems, train, influence cooperative attitudes, and coordinate with military and civilian resources in order to maintain a successful CYP. The purpose of contacts with other groups or individuals is to promote the cooperation and collaboration of the groups or individuals or for arranging for supplies and services needed with vendors. The incumbent must skillfully promote the highest possible degree of program execution and cooperation through innovative program planning and presentation and through effective public relations methods and techniques.

#### **Factor 8. Physical Demands**

The incumbent may be required to do considerable walking, standing, bending, stooping and/or be able lift and carry up to 40 pounds. The incumbent may be required to drive an automobile when visiting other CYP sites (to include driving a government vehicle while transporting children to and from activities). The majority of the work will be done in the CDC facility, including classroom settings or activity areas, and no special, physical demands are made upon the incumbent.

#### **Factor 9. Work Environment**

The work involves every day risks or discomforts that require normal safety precautions typical of a wide variety of child activities, programs, and services, such as exposure to disease or injuries from lifting children or supplies up to 40 pounds. Office areas are adequately lighted, heated and ventilated. The incumbent may work an uncommon tour of duty to include evenings and weekends.